

# nook

## Host Events at Nook!

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### Event Space Reservation Procedure

Before making a request, note that renting our event space is only available on **weeknights after 6 pm** and **all day weekends, unless special arrangements have been made.**

All Event Space Reservations go through a staff screening to receive a quote. The request form can be found [here](#).

Once your request is approved, a Nook staff member will follow up with you regarding payments, add-ons, staffing and any other information.

Please note that space use requests must be submitted a minimum of 14 days before your event date. Any requests submitted within 14 days of your event are less likely to be approved and may be subjected to additional last-minute charges

*\*Note: Nook does not accept any requests regarding any form of Multi-level marketing, soliciting, or political campaigning*

### Available Spaces

#### The Lounge - 2nd Floor

- Access to the entire lounge space
- Includes a pantry equipped with a microwave, fridge, coffee maker, tables, and chairs
- Perfect space for a small gathering or networking event of up to 60 people

#### The Patio - 2nd Floor

- Full wrap-around patio with furniture included
  - Sectionals, Fire Pits, Patio Heaters, Umbrellas
  - BBQ (Add-on)
- Included when renting the Lounge

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## **Event Expectations**

*Food and beverages are not included in the venue bookings. Event groups are responsible for bringing their own food and beverages. Nook is slowly forming partnerships with restaurants nearby, so please ask us if you are interested!*

*Nook staff are not responsible for setting up or take-down but support with furniture relocation and Technical setup*

*Events looking to bring or serve alcohol **MUST** obtain a special events permit and submit a copy to Nook 24 hours before the event. The Original copy must be displayed publicly in the event space for the duration of the event.*

*Events must be cleared from the space at the specified event end time. Additional time will result in a deduction from the damage deposit.*

*Event Space **MUST** be returned to its original form; clean and cleared of event materials. Staff will assist in reverting the space.*

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## Pricing

Location	Max Capacity (Seated)	Max Capacity (Standing)	Square Footage	Member Rate	Non-Member Rate
2nd Floor Lounge + Patio	70	120	2000+	\$150/hr	\$200/hr
Half Day (4 hours)	70	120	2000+		\$600
Full Day (8 hours)	70	120	2000+		\$1200

## Additional Charges

### Staffing Fees - \$30/hr

All events hosted at Nook are subject to a minimum of 1 staff for supervision. Additional staffing will be at the discretion of Nook's staff

- Events which require 2 staff includes:
  - Events serving alcohol
  - Events with 60+ people

## Security Deposit

A security deposit of **\$500** is required to confirm a request

- The security deposit amount varies depending on the scope of the event (Size, space, duration, alcohol, etc.)
- Any damages to the property during the event will have its costs deducted from the deposit
- Additional space use time will be deducted from the deposit

## Optional Add-ons

Optional add-ons are available for events to use by request. Add-ons include additional spaces, equipment, and permits. Requests must be made before the event and are charged accordingly.



## Revenue Split

For special events and workshop planners, we provide an alternate method of paying through a revenue split where Nook will receive 30% of the revenue generated from the event.

## Last Minute Charges

Any requests or changes within 7 days of the event are subjected to an additional charge. Last-minute requests are subjected to an increase of two times the base rate of the space, as well as staffing fees. Last-minute changes are subjected to a \$75 fee to be deducted from the damage deposit.

## Non-Profit Organizations

To support non-profit organizations, Nook offers a subsidized rate for renting our Event Space to non-profit organizations hosting events at Nook. Proof of non-profit status will be requested upon approval.

<b>Additional Charges</b>		
<b>Staffing</b>	<b>\$30/hr per staff</b>	A minimum of 1 staff supervisor is required for all events. Depending on the event, size, and if alcohol is present, a second staff may be required
<b>Damage Deposit</b>	<b>\$500 - \$3000</b>	Depending on the size and space of the event, a deposit is required to cover any potential damages or additional costs and will be returned within 30 days after the event, unless otherwise stated.

<b>Optional Equipment Add-Ons</b>		
<b>Projector</b>	\$20 Flat	Subjected to an increased Damage Deposit
<b>PA System</b>	\$20 Flat	Subjected to an increased Damage Deposit
<b>Heating trays</b>	\$10 Flat	Available upon request
<b>BBQ Grill</b>	\$75 Flat	For 4 Hours

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<b>Optional Additional Space</b>		
<b>Photo Lab</b>	\$30/hr	Only available as an add-on when the lounge space is rented
<b>Coat-check Room</b>	\$30/hr	Only available as an add-on when the lounge space is rented
<b>Kitchen</b>	\$30 Flat	Allowed only for reheating, warming, and storage of food & beverages
<b>Private Office</b>	\$100 Flat	Best use for private change room/storage

## **Cancellation Policy**

All reservation cancellation requests must be submitted 7 days before the reservation. There will be a \$75 charge for event cancellations which will be deducted from the damage deposit.

Failure to notify the staff of cancellations before 7 days of the event date will not be eligible for a refund.

Any last-minute requests placed with under 7 days of notice to the reservation time will only be approved based on staffing availability. Last-minute reservations will not be eligible for a refund.

Nook reserves the right to terminate an agreement without notice, and the event organizer surrenders their space and deposit. In the case of an event which leads to our spaces becoming inaccessible, all funds will be refunded.

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## FAQs

### **Who is responsible for set up and take down?**

The Rental Group is responsible for their own setup and take down as well as a basic clean up (Wiping counters, returning tables and chairs to their original location, floor sweeping and garbage removal.)

### **Is there parking?**

Yes, there is a large parking lot for event hosts and guests to use.

### **How far in advance can I book?**

We accept bookings that occur during our regular hours of operation up to three months in advance and accept after-hours bookings up to three months in advance.

### **What equipment can be provided?**

All furniture in the lounge space (Tables, chairs, sofa) is included at no additional cost

Add-ons consist of extra equipment and spaces

- **Furniture:** 6 ft x 2.5 ft tables, foldable chairs
- **Audio/visual:** Projector screen, portable sound system with microphone
- **Additional Private Office:** works as a changeroom as well

### **When can I gain room access on the day of the event?**

Your room access begins at the start time of your reservation. When making a reservation, you must include set up and clean up times.

### **Can we bring our own catering?**

Catering and food services are welcome; however, we do not allow the cooking of food on-site. Nook has a small kitchen on the main floor that is shared by all users and is suitable for reheating, preparing and staging food.

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## **Is there a non-profit rate?**

Events that are booked by a provincially or federally registered non-profits are eligible for a discount on the posted rental rates.

## **When do I get my damage deposit back?**

Deposits will be refunded less any outstanding charges within thirty (30) days of the event.

## **Besides room rental charges, what other charges may I incur?**

Event Insurance, Special events permit (If alcohol will be present) and staffing.

The staffing charge is \$30/hour and is charged for the duration of the entire requested time. A second staff is required if alcohol is being served at your event.

## **Can alcohol be served at our event?**

Alcohol can be served at your event if a special occasion license is obtained from the Liquor Licensing Branch of BC. A copy of your approved license must be provided to the venue and displayed at the event.